



City of Gustavus
P.O. Box 1
Gustavus, AK 99826
Phone: (907) 697-2451

PUBLIC PACKET

October 10, 2016



GUSTAVUS CITY COUNCIL

GENERAL MEETING

OCTOBER 10, 2016

7:00 PM CITY HALL

Gustavus City Council:

Mayor:
TBD

Vice-Mayor:
TBD

Council Member (Seat A):
TBD
Term Expires 2019

Council Member (Seat B):
TBD
Term Expires 2019

Council Member (Seat C):
Jon Howell
jon.howell@gustavus-ak.gov
Term Expires 2017

Council Member (Seat D):
Mike Taylor
mike.taylor@gustavus-ak.gov
Term Expires 2017

Council Member (Seat E):
Tim Sunday
tim.sunday@gustavus-ak.gov
Term Expires 2018

Council Member (Seat F):
Connie Edwards
connie.edwards@gustavus-ak.gov
Term Expires 2018

Council Member (Seat G):
Greg Streveler
greg.streveler@gustavus-ak.gov
Term Expires 2018

Gustavus City Hall:

City Clerk/Treasurer:
Lori Ewing
lori.ewing@gustavus-ak.gov

Administrative Assistant:
Tanya Wagner
tanya.wagner@gustavus-ak.gov

AGENDA

- 1. Call to Order**
- 2. Roll Call**
- 3. Approval of Minutes:**
 - A. General Meeting Minutes September 19, 2016**
- 4. Mayor's Request for Agenda Changes**
- 5. Department/Committee Reports:**
 - A. Library**
 - B. GVFD**
- 6. Public Comment on Non-Agenda Items**
- 7. Consent Agenda:**
 - A. Approve Scoping Document-Composting Yard**
- 8. Ordinance for Public Hearing**
- 9. Unfinished Business**
- 10. New Business:**
 - A. Publish FY17-06 Euthanasia Ordinance**
- 11. Staff Reports**
- 12. City Council Reports**
- 13. City Council Questions and Comments**
- 14. Public Comments on Non-Agenda Items**
- 15. Executive Session**
- 16. Adjournment**

Item No. 1 Call to Order

Item No. 2 Roll Call

Item No. 3 Approval of Minutes

A. Minutes of September 19, 2016 General Meeting

**GUSTAVUS CITY COUNCIL
GENERAL MEETING MINUTES
September 19th, 2016**

1. CALL TO ORDER:

A General Meeting of the Gustavus City Council is called to order on September 19th, 2016, at 7:01 pm by Mayor Taylor. There is one (1) member of the public in attendance at Gustavus City Hall.

2. ROLL CALL:

Comprising a quorum of the City Council the following are present:

Mayor Taylor
Vice Mayor Sunday
Council Member Trummer
Council Member Irwin
Council Member Streveler
Council Member Howell
Council Member Edwards

3. APPROVAL OF MINUTES:

A. General Meeting Minutes August 8th, 2016

MOTION: Council Member Irwin moves to approve the General Meeting Minutes from August 8th, 2016, as presented.

SECONDED BY: Council Member Streveler

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Taylor, Sunday, Trummer, Irwin, Streveler, Howell, Edwards

NO:

RECUSED:

MOTION PASSES/FAILS 7/0

4. MAYOR'S REQUEST FOR AGENDA CHANGES:

A. Remove Item 7B at Council Member Edwards' request.

B. Remove Item 7C at Council Member Trummer's request.

5. COMMITTEE REPORTS:

A. Marine Facilities – written report by Mayor Taylor.

6. PUBLIC COMMENT ON NON-AGENDA ITEMS:

A. D. Klawunder – Chum in drainage ditch by G. Chase's house.

7. CONSENT AGENDA:

A. Approve Scoping Document – Preprocessing Storage and Driveway Improvements

~~B. Publish FY17-06 Title 9 (Euthanasia Ordinance) (removed by Council Member Edwards)~~

~~C. Ratification of Read Committee Member (removed by Council Member Trummer)~~

MOTION: Council Member Howell moves to adopt the Amended Consent Agenda by Unanimous Consent

SECONDED BY: Council Member Irwin

CONSENT AGENDA ADOPTED BY UNANIMOUS CONSENT

**8. ORDINANCE FOR PUBLIC HEARING:
A. Adopt FY17-02NCO CP17-01-SRP Waterless Restroom**

MOTION: Vice Mayor Sunday moves to adopt FY17-02NCO for the CP17-01 SRP Waterless Restroom Project.

SECONDED BY: Council Member Trummer

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Taylor, Sunday, Trummer, Irwin, Streveler, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS **7/0**

B. Adopt FY17-04 Title 4.04.070 Amendment (Budget Amendments)

MOTION: Council Member Streveler moves to adopt FY17-04 Title 4.04.070 Providing for the Amendment of the City Ordinance Title 4, Chapter 4.04.070.

SECONDED BY: Council Member Howell

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Taylor, Sunday, Trummer, Irwin, Streveler, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS **7/0**

C. Adopt FY17-05 Title 4.16.050 Amendment (Fish Box Tax Clarification)

MOTION: Council Member Irwin moves to adopt FY17-05 Title 4.16.020 Providing for the Amendment of the City Ordinance Title 4, Chapter 4.16.020.

SECONDED BY: Council Member Edwards

PUBLIC COMMENT: None

ROLL CALL VOTE ON MOTION:

YES: Taylor, Sunday, Trummer, Irwin, Streveler, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS 7/0

9. UNFINISHED BUSINESS

10. **NEW BUSINESS:**

A. Adopt Resolution CY16-12 Updating the City Benefits Policy and Procedure

MOTION: Council Member Streveler moves to adopt Resolution CY16-12 Updating the City Benefits Policy and Procedure.

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

MOTION: Council Member Trummer moves to Postpone to Time Certain of November 14th, 2016.

SECONDED BY: Council Member Howell

ROLL CALL VOTE ON MOTION: TO POSTPONE:

YES: Taylor, Sunday, Trummer, Irwin, Streveler, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS 7/0

B. Publish RFQ FY17-RM01 Snowplowing Service

MOTION: Council Member Howell moves to publish RFQ FY17-RM01 Snowplowing Service

SECONDED BY: Council Member Irwin

AMENDMENT TO THE MOTION: Council Member Trummer moves to add in Procedure for Calling Out Contractors and Monitoring Snowplowing Service Item #1 - after the word ordered "with a minimum of 6 inches of snow on the road but"

SECONDED BY: Council Member Irwin

PUBLIC COMMENT: None

ROLL CALL VOTE ON AMENDMENT:

YES: Taylor, Sunday, Trummer, Irwin, Streveler, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS 7/0

ROLL CALL VOTE ON MAIN MOTION:

YES: Taylor, Sunday, Trummer, Irwin, Streveler, Howell, Edwards

NO:

RECUSED:

MOTION **PASSES**/FAILS 7/0

11. STAFF REPORTS - None

12. **CITY COUNCIL REPORTS:**
A. Mayor's Report – oral/written report by M. Taylor
Mayor requests a STAND AT EASE from 20:45 to 20:50
13. **CITY COUNCIL QUESTIONS AND COMMENTS:**
A. G. Streveler – Gravel project/ Falls Creek update
B. C Edwards –GVFD active roster; Mayor's report edits; Endowment Fund
14. **PUBLIC COMMENT ON NON-AGENDA ITEMS:** None
15. EXECUTIVE SESSION
16. **ADJOURNMENT:**
Hearing no objections, Mayor Taylor adjourns the meeting at 10:09 pm.

Item No. 4 Mayor's Request for Agenda Changes

This is the opportunity for the Mayor to request any changes or revisions to the Agenda. **NO CHANGES INVOLVING THE CITY FINANCES ARE TO BE MADE.** If there are any changes since the first publication of the Agenda, those changes should be announced and approved.

★After General Consent (or Motion, Second and Vote) Mayor announces "the Agenda is set".


Item No. 5 Department/Committee Reports:

A. Library

Quarterly Staff Report – October 2016

Gustavus Public Library

General Library Statistics 2016

We are so fortunate to have received the grand donation of a book cart from the school! It is perfect.		July	Aug	Sept	
	People Entered	784	1000+	826	
	Books Checked out	533	490	425	
	Movies Checked out	661	780	530	
	Totals:	1194	1276	955	

July 2016 LIBRARY STATISTICS:

During July 2016, we had 784 visits. In July, patrons checked out 533 books, and 661 movies; for a total of 1194 items.

Programs included:

- Yoga 4 times a week
- Library Everyone Welcome AND UKES Band
- Legislative Representative Sam Kito Visit
- Book Reading by Russ Cahill
- Piano playing
- Falls Creek presentation with Greg Streveler and Dick Levitt
- LOTS of inside and outside internet use.

This month we struggled a bit with a lack of volunteers, but we always manage!

August 2016 LIBRARY STATISTICS:

During August 2016, we had over 1000 visits! In August, patrons checked out more than 490 books, and more than 780 movies; for a total of 1276 items.

Programs included:

- Yoga
- Library Everyone Welcome AND UKES Band
- piano playing
- NPS COASST Training
- Photo Workshop
- Clinic Conference with Rasmussen Foundation
- Potluck Planning Meeting for Huna Tribal House Canoers
- Slide show on Patagonia by Elle and Rowan
- On-line adult classes
- Skype sessions

- Inside and outside internet use.

Kate and I trained some new recruits for desk duty, we have some great new people on board.

September 2016 LIBRARY STATISTICS:

During September 2016, we had over 970 visits. In September, patrons checked out over 430 books, and over 548 movies; for a total of over 978 items.

Programs included:

- Movie Night
- Child Care Info Meeting
- GVA meeting; Preschool Legos Day
- Clinic / Vets meetings
- Yoga
- Library Everyone Welcome AND UKES Band
- Inside and outside internet use.

Status of Active or Upcoming Grants:

Lori and I have received the PLA Grant monies for FY17 and I am ordering like mad! One of our favorite things to do is grant the wishes of the kids who have attended summer reading. They are allowed to pick one book of their choice and when the books arrive, we wrap them up like a present and put them in their cubbies at school... when they head to their cubbies to leave for the day, happy surprise! If any one of you have a book suggestion of your own for the library, please email Kate or I.

Kate is also working on a proposal for the Endowment Grant. She has attended the weeklong training for Hospice Providers and is working with the trainer on providing a section in the library for references that can enable the local providers of hospice care to have further guidance and support. Seventeen people signed up to earn their certificate! This is wonderful news for our village.

Status of Active or Upcoming Contracts:

I received a quote from the Patrick Boys regarding the gutter replacement. I am currently working on a scoping document for consideration. For those of you who aren't familiar, the snow shed roof that was added a couple of years ago isn't attached to the building (because of the type of construction) and the rain water sluices down in between the two roofs. This is severely damaging the back door and the book drop still is susceptible to water. Recently, Stella discovered that 200 little baby snails had found their way under the door and then died. Odd, but I believe they were attracted to the water that was gathering there!



200 Deceased Baby Snails.

Existing projects:

- Orca T-shirts are still being designed by Kate Boesser, to be used for fundraising.
- Kate and I have been working through the Weeding Schedule and have removed 425 books out of specific sections that have not been circulating or desperately need updating. It's a sad but liberating feeling.

Upcoming Trainings:

The Alaska Library Association Annual (AkLA) conference this year is in Ketchikan, February 23 – 26, 2017. They are still organizing, however, I anticipate that fairly soon I will start getting the travel and training paperwork together for the conference.

Council! Thank you so much for our new mini fridge - we adore it.



*New bricks have arrived!
Reunion!*



Rock Wrapping

B. GVFD

Item No. 6 Public Comment on Non-Agenda Items

Item No. 7 Consent Agenda:

A. Approve Scoping Document-Composting Yard

PROJECT SCOPING and DEVELOPMENT FORM

This form is to be used to document project planning and approval in order to assure that: project options are well-considered; the best option is put forward; initial and continuing costs and funding are addressed; and that Council approval has been given for implementation. Use this project scoping form with the Project Planning and Approval Process Flow Chart.

Answer the questions that pertain to your proposed project. Attach additional narrative pages if necessary. Type in the electronic form using as much space as you feel is necessary.

Part 1. Project Identification

Name of project: **Composting yard grading, drainage and paving project**

Department: **Disposal & Recycling Center “DRC”**

Contact: **Paul Berry, DRC Manager/ Operator**

E-mail: **dumpmaster@gustavus-ak.gov** Phone: **907-697-2118**

Part 2. Project Scope refers to a project’s size, goals, and requirements. It identifies what the project is supposed to accomplish and the estimated budget (of time and money) necessary to achieve these goals. Changes in scope will need Council approval.

1. What is the project?

- What are its goals and objectives?

The goal of this project is to improve and upgrade the DRC’s 60’ x 110’ food waste composting yard so that it will be usable throughout the year and can more efficiently handle the material it processes.

Specifically, this project is directed towards rebuilding the ground of the yard itself so that it properly sheds water and has a hard working surface so that problematic muddy conditions will not reoccur. Also in this project is an improvement to the composting yard’s 16’ x 16’ “mixing station”.

Individuals needing more information about the DRC’s food waste composting process should read the DRC’s Food Waste Operating Plan available at the DRC or on the City’s website: <http://cms.gustavus-ak.gov/government/committees/disposal-recycling-center/Planning/2015-permit-documents/2015-food-waste-composting-plan.pdf>

- Who/what will be aided by this project? Who are the targeted stakeholders/customers?

The Operator(s) at the DRC are the immediate beneficiaries. Because the DRC serves the residents of Gustavus, all residents would indirectly benefit.

- Is a preliminary survey necessary to identify the number of potential customers/users? How will you design and conduct the survey?
No survey will be conducted for this project.

- What is NOT covered by this project? What are its boundaries?
This project only involves improving the open work areas of the DRC's composting yard. Project does not address replacement of the 11 year old 30' x 48' Quonset structure.

2. Why is the project needed?

- What community problem, need, or opportunity will it address?

The food waste composting yard was constructed in the spring of 2004 with the Quonset structure added in 2005. The base area of the 6,600 sq ft open yard was constructed using pit run material which was compacted and graded flat. The only area receiving a hardened surface was the 16' x 16' mixing station which had to have a concrete surface in order to be usable.

Since construction, the soft, sandy surface of the composting yard has become mixed with wood chips and compost. This mixing action is inevitable with such a soft surface and the regular use of a skid-steer loader. When rainfall or snow melt is added to this disturbed surface, extremely muddy work conditions quickly result and the working surface becomes a rich-in-organics-slurry that goes up over a person's ankles when it is traversed. The use of tracks on the original 763 skid-steer loader, necessary to be able to work in the muddy conditions, have only intensified this problem by digging deeper into the surface.

The composting yard's surface needs to be graded so that water does not accumulate on the work surface but instead flows to the edges. The work surface needs to have a hard surface such as D-1 so that water drains off of rather than into the surface. Additionally, in areas of equipment turning or bucket use (such as mixing or collecting material) the employment of a hard concrete or asphalt surface is necessary.

Improvements to the 16' x 16' mixing station consist of the addition of two blocks on each side. These are needed to better contain the mixing process and to allow the processing of greater amounts of material at one time.

- What health, safety, environmental, compliance, infrastructure, or economic problems or opportunities does it address?
Not being able to use the food waste composting yard for all of the composting functions results in unanticipated storage issues: compost that needs to be screened and cured has to sit and wait until dry enough conditions allow for screening. Meanwhile more material is coming into the facility that needs to be composted. Material has to be able to be processed or "flow" through the facility. Without continuous flow the DRC cannot properly operate its composting program and will certainly not be able to take on additional waste streams for composting like fish waste from the City's harbor facilities.

3. Where did the idea for this project originate? (Public comments, Council direction, committee work?)

Paul Berry, DRC Manager/ Operator

4. Is this project part of a larger plan? (For example, the Gustavus Community Strategic Plan, or committee Annual Work Plan?)

Improvements to the food waste composting yard are part of the City's 2014 – 2018 Solid Waste Management, Facility Planning and Landfill Closure project (see City Resolution CY16-11).

5. What is your timeline for project planning?

- By when do you hope to implement the project?
Hope to have the project completed by the spring of 2017.

- Will the planning or final project occur in phases or stages?
This project would hopefully occur in one event. However, D-1 is cheaper than concrete and D-1 could be used throughout the yard with the idea of going back to the yard later and replacing the D-1 with concrete in given areas but this would result in a higher overall cost for the project.

6. What is your budget for the planning process? Will you be using a consultant?
Planning is complete. An engineer will be used during the project.

7. What is your rough estimate of the total cost of the planning and final product? At the least, please list cost categories. See Part 4. (Ques. 4-8) and Part 5 (Budget) for guidance.
Overall Project cost is estimated to be \$30,000

Parts 3., 4., 5., 6. Project Investigation and Development

Parts 3-6. refer to social, environmental, and financial impacts of various options. These questions will help you document your consideration of alternatives and your choice of the option providing the best value for the community. Your goal is to generate alternatives and make a recommendation from among them. Return to Part 3., “Summary” after applying Parts 4-6.

Summary:

1. What alternative approaches or solutions were considered? Make a business case for your top two or three options by discussing how effectively each would fulfill the project goals, and by comparing the economic, social, and environmental costs vs. benefits of each one.

Exploration of the idea of not composting, not improving the yard (no action) or of developing a whole new composting yard were not considered in the planning processes.

2. What solution was chosen as the best and why is it the best?

Improving the existing composting yard with a balanced amount of D-1 and concrete, careful grading and sloping of the entire work area is seen as both economically practical and will allow DRC staff to use the work area in all seasons and conditions.

3. Identify your funding source(s).

- How will the project be funded initially, and for its operating life?
Project is proposed to use City funds for construction and use DRC annual operating funds for site maintenance.
- Is there a matching fund requirement? Please provide details.
No match with outside (the City) funds is proposed. However multiple funding sources within the City could be utilized such AMLIP, Endowment Grant and/ or general funds.

Part 4. Environmental, Social, Financial Impacts

1. Project Impacts Checklist

Will this project affect:	No	Yes (+/-)	Maybe
Environmental quality? (+ = impact is beneficial; - = harmful)			
• Climate change			x
• Streams/groundwater quality			x
• Air quality		+	
• Soils/land quality		+	
• Fish/wildlife habitat, populations			

• Plant Resources (timber, firewood, berries, etc.)		+	
• Invasive or pest species		+	
• Natural beauty of landscape or neighborhoods			x
• Neighborhood character			x
• Noise or other environmental impacts			x
• Environmental sustainability		+	
• Hazardous substances use	x		
• Community waste stream		+	
• Light pollution at night	x		
Recreational opportunities?			
• Public land use and access	x		
• Trails/waterways	x		
• Parks	x		
• Public assembly/activities	x		
Education/training/knowledge & skill development?	x		
Public safety?	x		
Public health?		+	
Medical services?	x		
Emergency response?	x		
Economic performance & sustainability?			
• Employment of residents	x		
◦ Short-term (i.e. construction)			
◦ Long-term (operating and maintenance)			
• Cost of living reduction	x		
• Return on investment			x
• Visitor opportunities/impressions/stays/purchases		+	
• Competitive business environment	x		
• Support for existing businesses	x		
• New business opportunities	x		
• Economic sustainability		+	
• Attractiveness of City to new residents/businesses		+	
City government performance?			
• Infrastructure quality/effectiveness/reach (more people)		+	
• Existing services		+	
• New services	x		
• Cost of City services		+	
• Tax income to City	x		
Transportation?			
• Air	x		
• Water	x		
• Roads	x		
Communications?			
• Internet	x		
• Phone	x		
• TV/radio	x		
Other? (type in)			

2. How does this project provide benefits or add value in multiple areas? (E.g., benefits both to the environment and to business performance.)

A better working environment for DRC employees helps in employee retention and recruitment.

3. Are other projects related to or dependent on this project?

- Is this project dependent on other activities or actions?
- If yes, describe projects, action or activities specifying phases where appropriate.

If the City would like to be able to compost fish waste from the City's harbor facilities then a properly working composting yard is essential.

4. Will the project require additional infrastructure, activity, or staffing outside the immediate department or activity? (E.g., will the construction of a new facility require additional roads or road maintenance or more internal City staffing?)

No.

5. What regulatory permits will be required and how will they be obtained?

No permits are necessary.

6. What are the estimated initial (e.g., construction or purchase) and continuing operational costs of the project?

Project cost is estimated at \$30,000. Maintenance cost is considered minimal.

7. Is an engineering design or construction estimate necessary?

An engineering estimate has been obtained from Alaska Coastal Engineering and is attached to this document.

8. Will operation of the project generate any revenue for the City such as sales, user fees, or new taxes? If so, how will the new revenue be collected?

This project will not generate new revenue for the City.

Part 5. Project Budget

Proposed Budget Line Items

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$2,630	Travel	\$
Permitting, inspection		Equipment	\$
Site work	\$25,000	Contractual	\$
Construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$870	Other (list)	\$
Other (list) Mixing station	\$1,500	Other (list)	\$
Other (list)		Total direct costs	\$
		Indirect costs	\$
Total	\$30,000	Income (fees, taxes)	\$

		Balance: costs-income	\$

Updated Latest Estimate Budget Line Items if Changed Date: _____

Construction project Budget estimate	Cost	Operational budget estimate (annual)	Cost
Administrative	\$	Personnel	\$
Project management	\$	Benefits	\$
Land, structures, ROW, easements	\$	Training	\$
Engineering work	\$	Travel	\$
Permitting; inspection		Equipment	\$
Site work	\$	Contractual	\$
Demolition and construction	\$	Supplies	\$
Waste disposal	\$	Utilities	\$
Equipment	\$	Insurance	\$
Freight	\$	Repair & maintenance	\$
Contingencies	\$	Other (list)	\$
Other (list)	\$	Total direct costs	
		Indirect costs	
		Income (fees, taxes))	\$
		Balance: costs-income	\$

Part 6. Jobs and Training (required by some granting agencies)

1. What service jobs will be needed for operation and maintenance?
2. How many full-time, permanent jobs will this project create or retain?
 _____ Create/retain in 1-3 years
 _____ Create/retain in 3-5 years
3. What training is necessary to prepare local residents for jobs on this project?
4. How many local businesses will be affected by this project and how?

Part 7. Business Plan (Upon Council request)

Upon Council request, please prepare a business plan for the operating phase of your leading option(s). Plans will differ according to the nature of the project.

There are a number of good Internet sites that will assist you in developing a business plan. One example (12/2010): is http://www.va-interactive.com/inbusiness/editorial/bizdev/ibt/business_plan.html

Basic components of a business plan:

- The Product/Service
- The Market
- The Marketing Plan
- The Competition
- Operations
- The Management Team
- Personnel

Part 8. Record of Project Planning and Development Meetings

1. Please document the manner in which public input was received.
 - Public comment on agenda item at committee or Council meeting
 - Special public hearing
 - Dates and attendance for the above.
 - Written comment from the public (please attach)
[Public participation in this project was not deemed necessary – beyond the City Council's process for capital projects. No meetings were held for this project.](#)
2. Please use the following chart to document committee meetings, Council reports, and so on. Did the committee make recommendations or requests? Did the Council make requests of the committee?

Meeting Record

Event (Meeting of committee, Council report, public hearing, etc.	Date	Agenda Posted (date)	Minutes or record Attached? (yes/no)	Outcome Rec to Council, requested action of Council, etc.	No. of atten- dees

Part 9. Feedback to the Council

With the understanding that this form must be adapted to a variety of projects, please provide feedback on how the form worked for your committee. Thank you for your suggestions.

Alaska Coastal Engineering

P.O. Box 98
Gustavus, Alaska 99826

Sept 5, 2015

City of Gustavus
Disposal and Recycling Center
Box 62
Gustavus, AK 99826
Attn: Paul Berry, Manager

Re: Compost Compound grading, drainage and paving

Dear Paul:

Per your request I reviewed the discussion paper that you and I formulated a few months ago. I would estimate the following scope/items of work to prepare a bid ready package to grade imported borrow and compact existing sub-base materials inside the compost compound to drain, provide and install crushed aggregate base surfacing materials in maneuvering areas and concrete slab in the areas subject to intensive turning movements during composting operations.


Survey, measure area horizontally and vertically	4 hrs
Prepare base map of compound, existing grades and features	4 hrs
Prepare bid ready drawings for grading, drainage and paving	12 hrs
Prepare technical specifications for use during construction	6 hrs
Present, answer review questions and assist with bid document preparation	4 hrs
TOTAL	30 hrs

Estimated cost for the Engineering work would be 30 hr x \$85 / hr = \$2,550 + 3% tax (\$76.50) = \$2,626.50

A shotgun estimate of the actual cost of the work would be as follows:

Borrow, Shaping/Grading and Compacting to drain	\$ 5,000
Crushed Agg Base Course (provide, grade and compact to shape)	8,000
Concrete Paving of turning areas and entry driveway	<u>12,000</u>
TOTAL	\$25,000

Sincerely,


John Scott
Alaska Coastal Engineering
907-209-2717

Prepare base map of compound, existing grades and features

4 hrs

Disposal & Recycling Center
Composting yard grading, drainage and paving project
September 30, 2016

Site photographs



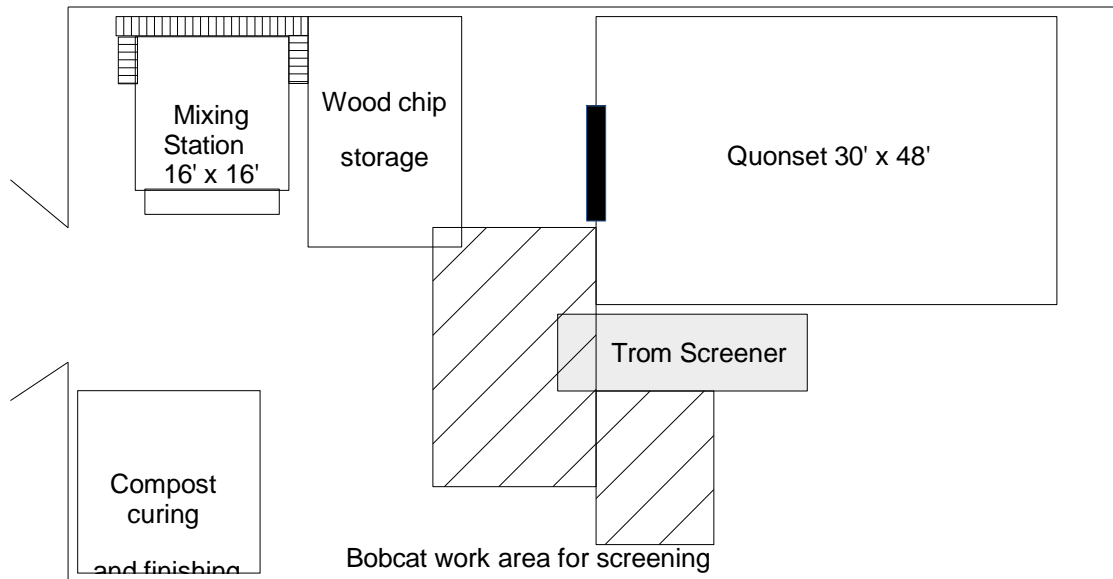
1. Gustavus Disposal & Recycling Center

Composting yard grading, drainage and paving project

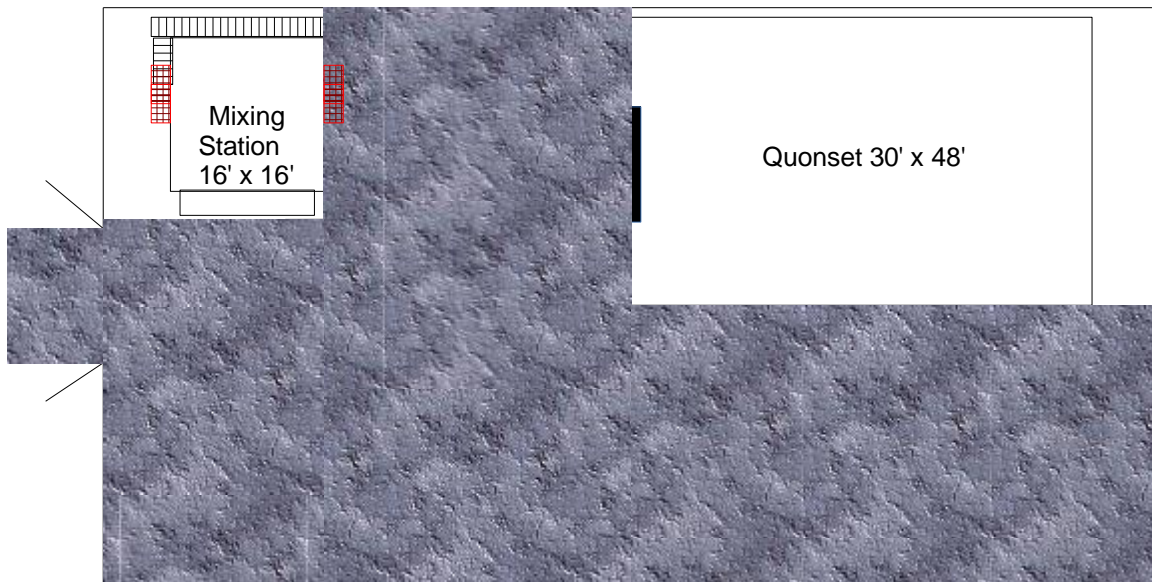
Scale 1" = 20'(1:20)

Overall size of yard 60' wide x 110' long (6,600 sq. ft.)9/30/16PNB

Current layout of yard



Proposed layout of yard – gray areas D-1 and/ or concrete



[Item No. 10. New Business:](#)

A. Publish FY17-06 Euthanasia Ordinance

ORDINANCE FY17-06

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE
ESTABLISHMENT OF CITY ORDINANCE TITLE 9**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

- Section 1. Classification. This ordinance is of general and permanent nature and shall become a part of the City of Gustavus Municipal Code.
- Section 2. Severability. If any provisions of this ordinance or any application thereof to any person or circumstance is held invalid, the remainder of this ordinance and its application to other persons, or circumstances shall not be affected thereby.
- Section 3. Enactment. Now therefore, it is enacted by the Gustavus City Council that **TITLE 9** be established as follows:

Title 9 - Euthanasia

Chapters:

Chapter 9.01 GENERAL PROVISIONS

Sections:

Section 9.01.010 - Purpose.

The purpose of this title is:

- (a) To provide for the residents of the City of Gustavus a local, compassionate, and humane means of euthanizing their animals and pets in their own home.
- (b) There is a need for euthanasia services for pets and domestic animals in the City of Gustavus. Currently there is no consistent and timely service available making it necessary for animal owners to call a veterinary clinic in Juneau to coordinate this service. This option is not the preferred option for many animal owners. It can be prohibitive due to the cost of flying the animal and its owner to Juneau. There is emotional distress on the part of the owner if he cannot afford the price of the ticket to accompany his animal. There can also be emotional and physical pain or distress on the part of the animal related to the flight. There can be the fear caused by the flight itself and the aggravation of pain and discomfort due to the transport to the airport and the veterinary clinic.
- (c) There are residents who prefer to euthanize their animal in the comfort of their own home and familiar surroundings to the animal. Home euthanasia may be more comfortable and compassionate for the animal.
- (d) If desired, all members of the family to the animal can be present at the time of death which would likely not be possible if the animal had to be flown to Juneau.

(e) In the case of large animals, such as horses, mules, or cattle, flying the animal to Juneau is impossible.

Section 9.01.020 - Definitions:

For the purpose of this ordinance, the following terms shall have the meaning given:

- (a) *Domestic animals/pets*: An animal that has been trained and kept by humans as a work animal, food source or pet.
- (b) *Euthanasia*: The act or practice of killing an animal that is very sick or injured in order to alleviate suffering.
- (c) *Humane*: Acting in a manner that causes least harm. An action performed with tenderness, compassion, and sympathy for animals, especially for those suffering or distressed.

Chapter 9.02 - ADMINISTRATION

Sections:

Section 9.02.010 - Interpretation:

Unless otherwise provided, this ordinance shall be interpreted by the general rules of interpretation as provided by and for State law. Except as otherwise provided or required by context, the following specific rules of interpretation apply:

- (a) Gender. Words denoting the masculine gender shall be deemed to include the feminine and neuter genders and vice-versa.
- (b) Singular and plural. Words in their singular form shall include the plural and words in their plural form shall include the singular.
- (c) Tenses. Words denoting the present tense shall also include the future tense.

Section 9.02.020 – Powers and duties.

- (a) By this ordinance, the City of Gustavus adopts the powers to provide euthanasia services for domestic pets and animals in Gustavus.
- (b) The operating budget will be funded in part by donations and fees charged to the animal owner and in part through ordinary budget procedures.
- (c) The service will be managed and overseen by a volunteer Euthanasia Committee in accordance with Section 9.02.030.
- (d) Euthanasia services will be provided by a qualified and trained team in accordance with section 9.02.040.
- (e) The Euthanasia Committee will develop policies and procedures for approval by the Gustavus City Council for implementation of the services provided for by this section.

Section 9.02.020 – Euthanasia Committee.

The committee for euthanasia will hereby be referred to as the “Committee”.

- (a) There shall be established a Committee of at least three (3) persons dedicated to the provision and oversight of euthanasia services for the residents of the City of Gustavus.
- (b) The Committee shall be made up of at least one member of the euthanasia team, one member of the community or City Council, and a veterinary supervisor of the Team.

- (c) The veterinary supervisor shall be a fully licensed and accredited Physician of Veterinary Medicine in the State of Alaska.
- (d) The Committee will develop and file with the City Clerk a Policy and Procedure document outlining the service and means of compliance with City ordinance.
- (e) The Committee will give a formal report of Team activities and finances every six (6) months at a regularly scheduled General Meeting.

Section 9.02.030 - Team for Euthanasia.

The team for euthanasia will hereby be referred to as the “Team”.

- (a) Each Team member will complete the required training to obtain a Euthanasia Technician Certificate. Each member will perform the required training to maintain their certificate in good standing. Copies of the certificate for all active Team members will be held by the Committee. Each Team member will be personally responsible for maintaining a current certificate and providing a current copy to the Committee.
- (b) The Team will work in collaboration and under the supervision of a fully licensed and accredited Physician of Veterinary Medicine in the State of Alaska. The name, contact information and a copy of the collaborating Physician’s license, as well as the names and contact information of the Team members will be maintained by the Committee.
- (c) Medications that are needed for the procedure will be obtained by a holder of an active and unhindered DEA license.
- (d) Medications are to be stored in a secure location. An inventory of the medications by a person on the Committee or a Team member will be performed every three (3) months and after every procedure. Inventory will be maintained in a logbook that will be kept on the premise with the medications.
- (e) If at any time the Team is unable to maintain current certification of at least one (1) of its members or if there is no supervision by a licensed and accredited Physician of Veterinary Medicine in the State of Alaska, the Team will suspend its euthanasia service until the Team becomes compliant with the requirements of this Ordinance.

Section 9.02.04 – Severability.

If any portion of this ordinance shall be found unconstitutional or otherwise invalid by a court of proper jurisdiction, all remaining provisions shall remain in effect and shall not be affected by the ruling on the invalid section.

[Item No. 11 Staff Reports](#)

[Item No. 12 City Council Reports](#)

[Item No. 13 City Council Questions and Comments](#)

[Item No. 14 Public Comment on Non-Agenda Items](#)

[Item No. 15 Executive Session](#)

[Item No. 16 Adjournment](#)